

**CONNECTICUT DEPARTMENT OF CORRECTION
JOB OPPORTUNITY**

Correctional Industries Supervisor 1 (Clothing)

Please follow the specific application filing instructions at the bottom of this page.

Open To: The Public
Location: Statewide Vacancy
Hours: 1st Shift, Monday - Friday
Salary: CO – 08, \$43,615.00 (Annually)
Closing Date: August 7, 2012

Minimum Qualifications:

To qualify for this position you must have four (4) years of experience in a manufacturing environment involved in production planning and/or quality control, considerable written and communication skills and the ability to perform under stress and remain stable in pressure situations.

Preferred Experience:

We are looking for an individual to work within a Correctional Institution training and supervising inmates in the manufacturing of products. Responsibilities include instructing inmates on proper methods of production, use and maintenance of materials, tools and equipment, planning and assigning tasks, maintenance of time records and performance reviews of inmates. Additionally, individuals must be capable of maintaining discipline and enforcing security measures within an assigned area, assist custodial staff in emergencies and perform related duties as required. Individuals applying for the position should have clothing/textile experience.

Special Requirements:

Individuals must be at least 18 years of age, possess a high school diploma or GED and retain current Connecticut Motor Vehicle License. A thorough background investigation and drug test are required prior to permanent appointment.

Note:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules. State employees should be aware that your performance appraisals, attendance records and discipline records will be reviewed to ensure that you meet DOC Administrative Directive 2.3.

Application Instructions:

Qualified candidates who meet the above requirements need to submit a cover letter, your last two (2) Performance Evaluations and an application for Employment (Form CT-HR-12) which is available at [http://www.das.state.ct.us/HR/Forms/CT-HR-12 Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12%20Application.pdf). All application materials should be sent to:

**Cathy Downey, Human Resources Specialist
Department of Correction - Recruitment Office
24 Wolcott Hill Road - Wethersfield, CT 06109
Fax: (860) 692-7615**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.